



FEMA

MEMORANDUM FOR: Directors of State Fire Training Systems and
State Point of Contacts for
Off-Campus 2-Day Programs and
On-Campus 2-Day Programs

FROM: Myrna Mood
Program Manager 2-Day Off-Campus Programs (Regions I to V) and
2-Day On-Campus Programs

Terry Glunt
Program Manager 2-Day Off-Campus Programs (Regions VI to X)

SUBJECT: FY13 (October 1, 2012–September 30, 2013)
NFA Sponsored Off-Campus 2-Day Programs and NFA
Sponsored On-Campus 2-Day Programs

The U.S. Fire Administration's (USFA's) National Fire Academy (NFA) is currently planning its FY13 NFA Sponsored Off-Campus 2-Day Program (formerly Direct Delivery Program) and NFA Sponsored On-Campus 2-Day Program (formerly State Weekend Program) schedule (October 1, 2012–September 30, 2013).

The NFA's course call process has changed. The electronic notification for course call will only be sent to one Point of Contact. This Point of Contact will be responsible for logging on to the system and entering his/her State's course selections and dates and completing the Course Coordination Plan (CCP) form.

Consistent with past procedures, each State may offer nine deliveries from the course menu as listed. Each State may offer all nine courses within the State, or States can choose to offer some of their allotted deliveries (**up to a maximum of eight**) at the NFA campus in an **"NFA Sponsored On-Campus 2-Day Program" format**. Please note that the course descriptions are no longer included in this course call memo because they are located on the Web site you will be using to complete course call.

For those States wishing to offer courses on the National Emergency Training Center (NETC) campus, all requests for weekend dates will be accepted on a "first-come, first-served" basis. The available course dates and course menu are listed in the Course Call module. **NOTE:** Some weekends will have limited space due to the number of courses being held on campus. Please pay attention to the number of spaces available when choosing your weekend. The number of students per course for an NFA Sponsored On-Campus Program will be limited to 30, with a maximum of eight courses per weekend. **The listed space available would include total student count, instructor count, and State staff count.** States can also share weekend dates. States scheduling less than eight course offerings for their weekend program should consider doing a joint weekend program. Additionally, NFA may have to schedule joint weekends, in order to maximize facility use.

The following courses are available for selection:

**NFA SPONSORED OFF-CAMPUS 2-DAY PROGRAMS AND
NFA SPONSORED ON-CAMPUS 2-DAY PROGRAMS**
(Formerly Direct Delivery and State Weekend Programs)

<u>COURSE TITLE</u>	<u>ACRONYM</u>	<u>CODE</u>
<i>Command and Control of Wildland/Urban Interface Fire Operations For the Structural Chief Officer</i>	CCWUIFOSCO	612
<i>*Commissioning New Occupancies for Code Officials</i>	CNO	215
<i>Community Risk Issues and Prevention Interventions</i>	CRIP	347
<i>Cooperative Leadership Issues in Wildland/Urban Interface Operations</i>	CLIWUIO	613
<i>Courtroom Preparation and Testimony for First Responders</i>	CPTFR	209
<i>Decision Making for Initial Company Operations</i>	DMICO	457
<i>*Department Wellness Coordinator</i>	DWC	144
<i>*Emergency Medical Services Functions in the Incident Command System</i>	EMSFICS	166
<i>Emergency Response to Terrorism: Strategic and Tactical Considerations for Supervisors</i>	ERT:STCS	549
<i>*Executive Skills Series: Exercising Leadership Within Communities</i>	ESS:ELWC	520
<i>*Executive Skills Series: Exercising Leadership to Facilitate Adaptive Change</i>	ESS:FLFAC	521
<i>*Executive Skills Series: Exercising Leadership Through Difficult Conversations</i>	ESS:ELTDC	522
<i>Fire Prevention for First Responders and Small Departments</i>	FPSD	271
<i>*Fire Service Safety Culture: Who Protects Firefighters from Firefighters? Only available as an On-campus Delivery</i>	FSSC	349
<i>*Fiscal Management for Decision Makers</i>	FMFD	488
<i>Health and Safety Officer (Revised August 2009)</i>	HSO	730
<i>Incident Command for Highrise Operations (Revised January 2011)</i>	ICHO	321
<i>Incident Command System for Structural Collapse Incidents</i>	ICSSCI	322
<i>Incident Safety Officer (Revised August 2009)</i>	ISO	729
<i>Introduction to NFIRS 5.0</i>	Intro to	497
States need to have computers for all students if offered off campus)	NFIRS 5.0	
<i>Introduction to Unified Command for Multiagency and Catastrophic Incidents</i>	IUCMCI	315
<i>Juvenile Firesetter Intervention Specialist I</i>	JFIS I	626
<i>Juvenile Firesetter Intervention Specialist II</i>	JFIS II	627
<i>Leadership I for Fire and EMS: Strategies for Company Success</i>	LS I	803
<i>Leadership II for Fire and EMS: Strategies for Personal Success</i>	LS II	804
<i>Leadership III for Fire and EMS: Strategies for Supervisory Success</i>	LS III	805
<i>*Leveraging Technology for Emergency Services</i>	LTES	486
<i>Marketing Fire Prevention in Your Community</i>	MFPC	273
<i>Methods of Enhancing Safety Education</i>	MESE	344
<i>NIMS--Incident Command System for the Fire Service</i>	NIMS ICS/FS	806
<i>*Politics and the White Helmet</i>	P&WH	121
<i>Preparation for Initial Company Operations</i>	PICO	458
<i>Prevention and Mitigation Advocacy for Small Department Responders</i>	PMSD	272
<i>*Residential Sprinkler Plan Review</i>	RSPR	142
<i>Shaping the Future</i>	STF	602
<i>Strategy and Tactics for Initial Company Operations</i>	STICO	455
<i>Training Operations in Small Departments</i>	TOSD	290
<i>Wildland Urban Interface Firefighting for the Structural Company Officer</i>	WUIFSCO	610

*new course

TRAIN-THE-TRAINER COURSES

<u>COURSE TITLE</u>	<u>ACRONYM</u>	<u>CODE</u>
<i>Command and Control of Wildland/Urban Interface Fire Operations for the Structural Chief Officer</i>	CCWUIFOSCO	622
<i>Community Risk Issues and Prevention Interventions</i>	CRIFI	
<i>Courtroom Preparation and Testimony for First Responders</i>	CPTFR	
<i>Emergency Response to Terrorism: Strategic and Tactical Considerations for Supervisors</i>	ERT:STCS	
<i>Fire Prevention for First Responders and Small Departments</i>	FPSD	281
<i>Health and Safety Officer (Revised August 2009)</i>	HSO	731
<i>Incident Safety Officer (Revised August 2009)</i>	ISO	728
<i>Introduction to NFIRS 5.0</i> States need to have computers for all students if offered off campus)	Intro to NFIRS 5.0	
<i>Introduction to Unified Command for Multiagency and Catastrophic Incidents</i>	IUCMCI	415
<i>Wildland Urban Interface Firefighting for the Structural Company Officer (Revised February 2009)</i>	WUIFSCO	
<i>Juvenile Firesetter Intervention Specialist I</i>	JFIS I	631
<i>Juvenile Firesetter Intervention Specialist II</i>	JFIS II	632
<i>Leadership I for Fire and EMS: Strategies for Company Success</i>	LS I	733
<i>Leadership II for Fire and EMS: Strategies for Personal Success</i>	LS II	734
<i>Leadership III for Fire and EMS: Strategies for Supervisory Success</i>	LS III	735
<i>Marketing Fire Prevention in Your Community</i>	MFPC	283
<i>Methods of Enhancing Safety Education</i>	MESE	
<i>NIMS--Incident Command System for the Fire Service</i>	NIMS ICS/FS	796
<i>Preparation for Initial Company Operations</i>	PICO	459
<i>Prevention and Mitigation Advocacy for Small Department Responders</i>	PMSD	282
<i>Shaping the Future</i>	STF	603
<i>Training Operations in Small Departments</i>	TOSD	291

If your State wishes to hold a Train-the-Trainer (T-t-T) offering for any of the courses, it may do so as part of the NFA Sponsored 2-Day Program schedule. Each T-t-T offering will constitute one of your program selections. When submitting your course selections for FY13, be sure that the specific course your State would like is selected because the T-t-T courses are coded differently from the regular course offerings.

Please remember when scheduling courses that the target audience for a T-t-T workshop would be training officers/instructors, which is different from the target audience for a regular NFA Sponsored 2-Day Program. It is also the State's responsibility to advertise and include the metropolitan departments within their State for this program initiative. The metropolitan departments will be allocated at least one slot per each scheduled T-t-T delivery.

When preparing your schedules, remember that NFA 2-day courses usually are designed for 12 student contact hours. There are courses that are longer in duration; the number of hours is listed on each Course Information Sheet. These contact hours do not include time for registration, introductions, breaks, meals, student examinations, or course evaluations. With these activities, the actual time required will be longer, and this should be stressed when announcing/advertising these courses.

Attached is a listing of holidays and other events that can reduce attendance. Please review these dates and consider any potentially conflicting State and local events when selecting your course dates/locations.

This year, the CCP is located on the Course Call Web site and will be submitted in the course selection process.

Your hard work and cooperative efforts have enabled the NFA and State training systems jointly to implement a cost-effective program. We look forward to continuing this close working relationship, as together, through training and education, we serve the Nation's fire and rescue community.

Because of procurement requirements, the NFA must adhere to our policies concerning scheduling of course deliveries. For that reason we must adhere to the following:

- It is imperative that the Course Call selections are completed online this year. **Paper copies will not be accepted.**
- **The Course Call deadline of February 15, 2012, will be enforced. The dashboard will let you know the Course Call closing date and how long you have until that date.** If we do not receive your course call return and forms by the due date, we will proceed with the schedule omitting your State.
- In the instance of an event beyond our control (e.g., national emergencies, severe weather, etc.) courses **will not be rescheduled.** On a case-by-case basis, we may be able to reschedule classes if we have 90 days notice. State partners should not expect classes to be rescheduled with less than 90 days notice to the Program Manager.
- Due to the new procurement process, the Precourse Registration Forms should be sent in at least 40 days prior to course start date. (Note: Due to low enrollment, cancellations, and courses being conducted with low enrollment, we are requesting a **minimum preregistration of 20 students.** If you do not have the minimum number of students preregistered, the option to cancel will continue to rest with the NFA Program Manager.) The Precourse Registration Form will be available after Course Call is completed on your dashboard in the Advanced Information Packet. Precourse Registration Forms should be emailed to:

FEMA-NFA-OutreachTraining@fema.dhs.gov or faxed to (301) 447-1601, Attention: Nikki Hahn.

Your cooperation will be greatly appreciated. Some States have notified us that it is difficult to get the rosters to us. We need to know that there will be enough students attending each course. Therefore, it is necessary to let us know the expected student count.

- The number of Student Manuals (SMs) shipped for in-State deliveries will be set at 5 additional SMs above the number of students listed on the Precourse Registration Form, with a **minimum of 20 students** and a maximum of 30 students for each offering.

If you have any questions regarding the NFA Sponsored Off-Campus 2-Day or the NFA Sponsored On-Campus 2-Day Programs, please send an email to **FEMA-NFA-OutreachTraining@fema.dhs.gov**

FY13 DATES THAT REDUCE TRAINING OPPORTUNITIES

In FY13, wherever possible, course scheduling during the months of August and September should be avoided, as experience has shown that this is a “peak” season for vacations, State Fire Schools, local and State fairs, etc. Our experience also indicates that when a particular course is scheduled more than 10 times in a given number of days, it reduces our capability to provide support to our instructors. Following are several dates that reduce training opportunities for many potential students:

2012 Holidays

Columbus Day Observed (Monday, October 8, 2012)
Halloween (Wednesday, October 31, 2012)
Veteran’s Day Observed (Monday, November 12, 2012)
Thanksgiving Day (Thursday, November 22, 2012)
Christmas Holiday Observed (Tuesday, December 26, 2012)

2013 Holidays

New Year’s Day Holiday Observed (Tuesday, January 1, 2013)
Martin Luther King, Jr. Birthday Observed (Monday, January 17, 2013)
Valentine’s Day (Thursday, February 14, 2013)
President’s Day (Monday, February 21, 2013)
Easter (Sunday, March 31, 2013)
Mother’s Day (Sunday, May 13, 2013)
Memorial Day (Monday, May 27, 2013)
Father’s Day (Sunday, June 16, 2013)
Independence Day (Thursday, July 4, 2013)
Labor Day (Monday, September 2, 2013)

Also, State and local areas have their own critical dates and major events that affect class attendance. Such events to consider in scheduling are

- major professional and college football/basketball games;
- annual State Fire Schools;
- opening dates for hunting and fishing seasons;
- volunteer fire department carnival season in June, July, and August;
- family vacation season—summer months;
- annual State Fire Conventions; and
- your NFA Sponsored On-Campus 2-Day Program at the NFA.

Major fire service organizations’ national meetings and conferences also are events and dates that should be considered in program scheduling. There are several events that may affect attendance in some States throughout the country:

- Fire Department Instructors Annual Conference;
- International Association of Fire Chiefs (IAFC) Annual Conference;

- New York State Chiefs Conference;
- National Fire Protection Association (NFPA) Conference; and
- California Fire Chiefs/Training Officers Workshop.

Major Professional/Amateur Sports Championships

Major League Baseball (MLB) World Series (October)
National Football League (NFL)-Superbowl (January/February)
National Collegiate Athletic Association (NCAA) Basketball (March)
National Basketball Association (NBA) Championship Series (June)
National Hockey League (NHL) Stanley Cup Series (May)

To obtain specific championship dates, the following telephone listings are provided for your convenience:

MLB	(212) 339-7800
NFL	(212) 758-1500
NCAA	(913) 339-1906
NBA	(212) 826-7000
NHL	(212) 398-1100

FY12 STATE WEEKEND PROGRAM DATES

2012

(NEW LIST TO BE PROVIDED)

DATE	# of BEDS	# of Instructors
October 13-14, 2012	180	6
November 3-4, 2012	180	6
November 10-11, 2012	150	5
November 17-18, 2012	240	8
December 8-9, 2012	150	5
December 15-16, 2012	120	4

2013

January 19-20, 2013	180	6
January 26-27, 2013	180	6
February 16-17, 2013	120	4
March 9-10, 2013	240	8
March 16-17, 2013	180	6
April 13-14, 2013	150	5
May 11-12, 2013 (Mother's Day)	120	4
June 8-9, 2013	240	8
June 15-16, 2013 (Father's Day)	120	4
June 29-30, 2013	240	8
July 6-7, 2013	240	8
July 13-14, 2013	150	5
July 20-21, 2013	240	8
July 27-28, 2013	150	5
August 17-18, 2013	180	6
September 21-22, 2013	150	5
September 28-29, 2013	180	6

FY13 NFA SPONSORED ON-CAMPUS 2-DAY PROGRAM INFORMATION

Dress Code:

It is each student's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for both climate differences and classroom activities. The staff at the National Fire Academy (NFA) has the authority to make a determination that a student's attire may be inappropriate. Students' attire that is determined to be inappropriate will be required to change into more appropriate clothing before being allowed to continue class.

Males: Shirts with collars (no T-shirts), slacks, nice jeans, including departmental uniforms, shoes, and socks.

Females: Dresses, blouses with slacks or nice jeans, skirts, including departmental uniforms, (no T-shirts), and shoes.

Optional items include sweaters, sport coats, blazers, etc.

Professional Conduct:

Problems occasionally arise on the National Emergency Training Center (NETC) campus while students are in residence as part of the NFA Sponsored On-Campus 2-Day Program. In every instance, this behavior is limited to a small group of students; however, the acts of a few reflect negatively on the specific State fire training program and the national fire service community as a whole.

Each individual has the personal responsibility to exhibit professional conduct while on this campus. The designated representative of the State fire training agency has the responsibility and authority to monitor and, with campus security personnel, to take necessary action to correct the unprofessional conduct.

As a student, your assistance in this matter is appreciated. Should you encounter difficulties or disruptions, you are encouraged to notify the campus Security Office (Building V) by dialing "9-1-1" or "0" on any campus phone.

Campus security has the authority to request the name(s) of any individuals or students who may be disruptive or discourteous. It is expected that an individual's name will be provided if requested. The security officer then will inform the State representative of the circumstances surrounding the incident.

In instances of alleged misconduct, the State representative and a U.S. Fire Administration (USFA) staff member will be responsible for determining all the facts related to the incident. Decisions regarding dismissal of the student will be made at the conclusion of the review. The final authority for dismissal rests with the senior USFA official on campus at the time. However, in instances where misconduct occurs outside class hours, the

Host and Instructor Interface

- Host will provide the NFA Instructor suggested lodging within the CCP and may assist with making reservations for local lodging. Information on lodging and classroom facilities must match the submitted CCP. **Please note:** The NFA is not responsible for lodging cancellation fees. In order to avoid potential financial penalties, when assisting instructors with their lodging reservations, you need to be aware of the local lodging cancellation policy and share this information with your instructor(s).
- The State is responsible for providing ground transportation for the instructor from the airport to the lodging facility to class site and return to the airport unless other mutual arrangements have been made. The airport listed on the CCP will be where the State should plan to pick up the instructor unless other arrangements have been made between the instructor and host.
- The local host will provide adequate classroom facilities and audiovisual equipment for course delivery.
- The local host and instructor will coordinate classroom site visit, classroom setup, check course materials, and support for the instructor via communication with the instructor 30 days prior to class.

Course Materials Shipment

- Once a precount roster with a minimum of 20 names is received from the NFA Admissions Office, the NFA Program Manager will authorize delivery of the course and shipment of classroom materials.
- The NFA contractor will email the local host advising shipping date and material contents.
- The State and/or local host are responsible for delivery of all course materials to the classroom site and verification via a return email to the NFA contractor of materials received. Shipments shall include
 - Student Manuals (SMs) as applicable,
 - exams,
 - handout materials,
 - registration roster,
 - student course evaluations,
 - name tents, and
 - instructor biography (available via the Course Call Dashboard).

Host Responsibility: Class Opening/Classroom Assistance

- Provide introductory remarks and introduce the contract instructor using the biography provided.
- Provide personnel support to distribute student material, assist with operation of instructional equipment, distribute and collect student exams and course evaluation forms, and provide other general classroom support.

Student Evaluations

- The State and/or local host(s) are responsible for distribution and collection of all NFA student evaluation forms shipped with the classroom materials. Students can use pencil or pen (black/blue ink) to complete the evaluation forms.
- Completed student evaluation forms are not to be reviewed by instructors.
- The State and/or local host will seal all student evaluation forms and the return cover sheet within the NFA postage-paid pre-addressed envelope and mail the envelope to the NFA's Training Evaluation Center.

NFA Contract Instructor Responsibilities

- Communicate and coordinate course delivery with the Local Host at least 30 days prior to delivery.
- Keep NFA Program Manager apprised of any changes, issues, or assistance needed.
- Provide guidance on student evaluation completion. Items such as instructor(s) name, course number, course name, etc may be placed on a chalkboard or easel for student usage.
- Administer, review, correct, and provide feedback on quizzes, tests, final exams, written assignments, papers, etc., using established/government furnished grading rubrics; maintain security over all teaching materials (e.g., tests, answer keys, answer sheets, and student grades); submit the recorded scores/grades to the Training Specialist and/or Program Manager at the end of the course delivery in accordance with the form and procedures developed for each course **and in accordance with the implementation of the new ACE guidelines. Note:** These materials shall not be reproduced or distributed without written permission of the Training Specialist or Deputy Superintendent.
- Meet with students who wish to appeal their end-of-course grades and notify the Training Specialist and/or Program Manager before the meeting is conducted. (For off-campus courses, notify the local site representative.)
- Return all quizzes, tests, final exams, written assignments, papers, etc., to students after the scores/grades have been formally recorded.

State/Local Host/Instructor Postcourse Assessment

A followup email will be sent to the State/local host after delivery asking for comments/feedback. This email response should be sent to the FEMA-NFA-OutreachTraining@fema.dhs.gov mailbox.

UNITED STATES FIRE ADMINISTRATION

NATIONAL FIRE ACADEMY

2-Day Off-Campus Course Delivery Requirements

National Fire Academy (NFA) off-campus courses are State-sponsored courses designed for a full 2-day delivery. Contact hours do not include time for administrative activities (introductions, breaks, meals, exams, evaluations, etc.). **The course timeframe may not be altered by the State or the contract instructor.**

A successful NFA off-campus course delivery depends, to a great extent, on both the support provided by the sponsoring organization and the quality of instructional delivery. Should additional information or assistance be desired, contact the Off-Campus Program Managers: Myrna Mood (301) 447-1301 for 2-day deliveries within FEMA Regions I to V, or Terry Glunt (301) 447-1402 for 2-day deliveries within FEMA Regions VI to X or email FEMA-NFA-OutreachTraining@fema.dhs.gov

NFA subscribes to the American Council on Education (ACE) for academic review of its classes and programs. ACE has new rules that affect NFA and its future students, the most significant being that grades will now be required for all 2-, 6-, and 10-day courses. This means greater course rigor and documentation for assessing student learning. For more information, review the press release describing these changes found at www.usfa.fema.gov/media/press/2011releases/102011.shtm

State and Local Host Responsibilities

Course Call

The State Training Director (or designated point of contact (POC)) shall participate in the yearly course call process selecting up to nine 2-day course requests.

Course Coordination Plan and Shipping Information Changes

It is the State's responsibility to ensure that the Off-Campus Program Manager has the correct information on the submitted Course Coordination Plan (CCP). If any information on the submitted forms has changed, corrected forms must be submitted prior to course delivery. This information is used for course material shipments, and also is provided to our instructors. Please make sure information on all forms include the **complete address with a 9-digit ZIP code.**

Student Recruitment and Selection (State and Local Host)

- Recruit and enroll students for the class based on established student selection criteria described within the Course Information Sheets.
- Have each student complete an application form (FEMA Form 119-25-2). All data elements must be filled in to ensure our recordkeeping (transcript) needs for students are accurate. The State Sponsor is to supply the instructor with a contact name and address to send the NFA certificates.

Roster/Application Procedures

Two-day off-campus rosters (precourse) must be received by the NFA no later than 40 days prior to the course start date. Email/Fax the Precourse Registration Form (Attachment) to NFA Program Support Staff: (FEMA-NFA-OutreachTraining@fema.dhs.gov or fax to (301) 447-1601). The minimum number required to hold a course offering is 20 students. The Off-Campus Program Manager will work with the State to make a final decision to cancel or allow a delivery based on the preliminary roster received. Instructors are responsible for mailing completed application forms with the Admission's cover sheet to: NETC Admissions, Building I, 16825 S. Seton Avenue, Emmitsburg, MD 21727.

Instructional Facility

Host will provide adequate classroom facilities and audiovisual equipment to be discussed with the instructor at least 2 weeks prior to delivery.

Instructor Lodging and Local Transportation

- Host should assist with making reservations for local lodging. Information on lodging and classroom facilities must match the submitted CCP. During the initial instructor contact call with the course host, lodging accommodations and transportation needs should be discussed. **Please note:** The NFA is not responsible for lodging/hotel cancellation fees. In order to avoid potential financial penalties, when assisting instructors with their lodging reservations, you need to be aware of the local lodging/hotel cancellation policy and share this information with your instructor(s).
- If State/local host is providing alternative transportation for the instructor, these arrangements should be discussed during the initial contact call. The airport listed on the CCP will be where the State should plan to pick up the instructor unless other arrangements have been made between the instructor and host.
- Local host and instructor will coordinate classroom site visit, classroom setup, receipt of course materials, and support for the instructor via communication with the instructor at least 2 weeks prior to the start of class.

Course Materials Shipment

The State is responsible for delivery of all course materials to the classroom site. Course materials are shipped approximately 45 days prior to each fiscal quarter, or upon receiving the course preliminary roster. The local host and instructor need to verify receipt of the following materials within 3 weeks prior to class delivery:

- Instructor Guides (IGs) (for Train-the-Trainer (T-t-T) course only);
- Student Manuals (SMs);
- exams;
- handout materials;
- student course evaluations;
- name tents;
- student application form (FEMA Form 119-25-2) for 2-day deliveries; and
- instructor biography (available via the Course Call Dashboard feature).

Class Opening/Classroom Assistance

- Provide introductory remarks and introduce the contract instructor using the biography provided.
- Provide personnel support to distribute student material, assist with operation of instructional equipment, distribute and collect student exams and course evaluation forms, and provide other general classroom support.

Student Evaluations

- The State and/or local host(s) are responsible for distribution and collection of all NFA student evaluation forms. Students can use pencil or pen (black/blue ink) to complete the evaluation forms.
- Once completed, the student evaluations are not to be reviewed by instructors.
- The State and/or Local Host will complete a Student Evaluation Cover Sheet and seal all student evaluation forms and the cover sheet within the NFA postage-paid pre-addressed envelope. The State and/or local host will mail the sealed envelope to the NFA's Training Evaluation Center.

Academy Certificates

Student certificates will be completed by the NETC Admissions Office and forwarded to the State-designated contact.

State/Local Host Postcourse Assessment

A followup email will be sent to the State/local host after delivery asking for comments/feedback. This email response should be sent to the FEMA-NFA-OutreachTraining@fema.dhs.gov mailbox.

NFA Contract Instructor Responsibilities

The instructors shall administer, review, correct and provide feedback on quizzes, tests, final exams, written assignments, papers, etc., using established/government furnished grading rubrics. Maintain security over all teaching materials; e.g., tests, answer keys, answer sheets, and student grades; submitting the recorded scores/grades to the Training Specialist and/or Program Manager at the end of the course delivery in accordance with the form and procedures developed for each course and in accordance with the implementation of the new ACE guidelines. **Note:** These materials shall not be reproduced or distributed without written permission of the Training Specialist or Deputy Superintendent.

Meet with students who wish to appeal their end-of-course grades and notify the Training Specialist and/or Program Manager before the meeting is conducted. (For off-campus courses, notify the local site representative.)

Return all quizzes, tests, final exams, written assignments, papers, etc. to students after the scores/grades have been formally recorded.

Attachment

Precourse Registration Form

Course Abbrev: _____ **Course Date:** _____

Location (Please include City and State): _____

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UNITED STATES FIRE ADMINISTRATION

NATIONAL FIRE ACADEMY

2-Day Oncampus Course Deliveries

The National Fire Academy (NFA) also offers the same 2-day off-campus courses during designated weekends as 2-day oncampus weekend training programs. These oncampus weekend programs provide a unique opportunity for the NFA to supplement training provided by the State training agencies or organizations.

State and Local Host Responsibilities

Student Recruitment and Selection

- The State Fire Training System requests and sponsors the weekend solely for participants from that State. The Sponsoring State agency or designated point of contact (POC) selects the courses to be offered during the yearly course call process.
- Recruits and selects the students according to the student selection criteria described in the Course Information Sheets.
- Have each student complete an application form (FEMA Form 119-25-2). All data elements must be complete to ensure recordkeeping (transcript) needs for students are accurate.

Roster/Application Procedures

- Review applications and notify students of acceptance/rejection. The minimum number of students required to hold a course offering is 20 students. The Program Manager will work with the State to make a final decision to cancel or allow a course delivery.
- Submit student applications as a single package, sorted by class in alphabetical order, 30 calendar days in advance of the scheduled weekend.
- Applications are to be mailed to: National Emergency Training Center (NETC), Office of Admissions, Building I, 16825 S. Seton Avenue, Emmitsburg, MD 21727.
- Provide program information: dates, cost, and courses offered.
- Provide dress code policy/conduct information/identification information/and security information.
- Inform students of registration requirements.
- Arranges transportation to the NETC campus (transportation needs to be sent with application package).
- Send list of staff attending weekend (staff list needs to be sent with application package).
- Students are responsible for the cost of meals and incidentals.
- The State Sponsor is responsible for coordinating administrative functions and logistical activities with the 2-Day Oncampus Weekend Program Manager. States can do all nine deliveries as a weekend program or offer part of their deliveries as off-campus deliveries.

Student Enrollment (To Contact 2-Day Oncampus Weekend Program Manager: (301) 447-1301)

- Ensure each application is complete, signed by the student, his/her chief, and the State Sponsor.
- Submit all completed applications.

- Inform participants that registration is located in the lobby of Building C-West. All participants will be issued an NFA photo identification badge. Registration will begin at 4 p.m.
- Inform participants that a photo identification and, if driving, the license tag number is also required at registration.
- Coordinate attendance changes (**add-ons or cancellations**) with the 2-Day Oncampus Weekend Program Manager. Additional added applications will not be accepted after the original application package is received in the NFA's Admissions Office. **Only emergency changes will be accepted after this time and must be approved by the NFA Superintendent or Deputy Superintendent. Substitute applications can be sent up to 7 days before the scheduled weekend.**
- Finalize and review plans with the 2-Day Oncampus Weekend Program Manager. Housing will be provided for the State Coordinator and up to three assistants. Names should be submitted with a copy of the course rosters to the 2-Day Oncampus Weekend Program Manager at the same time the application package is mailed.

Orientation

Provide "Welcome Remarks" on behalf of the State for the orientation program (Friday night).

Monitor Activities

Monitor and support weekend activities.

Food Services (To Contact the Food Service Contractor: (301) 447-1551)

- Coordinate meals/special requests (**See Meal Coordination Letter**).
- Coordinate meal ticket purchases, special arrangements for socials and dinner, and appropriate cost with the Food Service Contractor.

Saturday Evening Dinner/Social (Optional) (To Contact the Command Post Pub: (301) 447-1550)

- Arrange for food platters/beverages and other social requirements.
- Finalize Friday/Saturday evening social plans with Food Service Contractor and Command Post Pub. The Pub Manager should be contacted at (301) 447-1559 regarding NETC Recreation Association membership cards and beverage arrangements. This should be done 7 days prior to the weekend program. NETC membership is \$1 per person and is required for participants. Sponsors should make arrangement for payment with the Pub Manager.
- Coordinate weekend memorabilia (optional).

Transportation

If using State transportation, the State Sponsor should coordinate transportation arrangements, bus departure points, time, number of buses, and time of arrival at the NETC where applicable. Please inform NETC of your plans. This will prepare campus security for the arrival of your students. If using NETC ground transportation, the State Sponsor can request ground transportation from any **one** of the airport locations:

- **Dulles International (IAD):** Pick up is near the Travelers' Aid Desk between Baggage Claim areas 4 and 5 on the baggage level located at the east end of the terminal. Go up the ramp and out exit door number 6.

- **Ronald Reagan National (DCA):** Pick up is near the Travelers' Aid Desk in Terminal B (Lower Level, between Baggage Claim areas 5 and 6). Buses and vans depart from the outside lane. If you arrive in Terminal A, please take the Economy/Rental Car airport bus shuttle to Terminal B, lower level, or walk across the terminal connector and go downstairs to exit door number 5, on your left.
- **Baltimore Washington International (BWI):** Pick up is near the Lower Level Baggage Claim areas 13 and 14. There is not a Travelers' Aid Desk in this location. Buses and vans depart from the outside lane.

If ground transportation is requested by the State Sponsor, students will only be picked up and returned to one airport location. The request for ground transportation would be submitted with the application package. The following information is required for NETC requested ground transportation:

- **Students' name, contact telephone number, cellular phone number;**
- **Course code and name, course date;**
- **Arrival airport, date, arrival time, arriving airline, and flight number; and**
- **Departing airport, departure date, departure time, departing airline, and flight number.**

If the State is requesting ground transportation, all students listed on the request must use this service as this is an added cost. If any cancellations are made the State Coordinator should inform the Weekend Program Manager. Our transportation will be either a motor coach/charter bus identified with NETC signage in the front window/door, or a white passenger van with the Department of Homeland Security (DHS) logo on the side doors. For security reasons, our drivers cannot leave their vehicles so **YOU WILL NEED TO LOOK FOR THE BUS OR VAN.** If you are scheduled to use NETC transportation and your flight is delayed for any reason, please call the Transportation Office (301) 447-1113 **IMMEDIATELY.** There should only be one pick up and departure time.

Orientation Remarks/Weekend Assistance

Provide introductory remarks at Friday night's Orientation and attend Saturday morning's opening meeting. Provide assistance and support for weekend activities.

Instructor Lodging/Transportation

There is no transportation provided for instructors for the 2-day oncampus courses. Housing is provided on campus per the instructor Purchase Order.

Course Materials

Classrooms and equipment are all setup in advance for the 2-day oncampus programs.

NFA Instructor Responsibilities

Opening Meeting

Attend Saturday morning opening meeting with State staff.

Student Evaluations

Oncampus student evaluations are done online and instructors are to assist students with the online course evaluation process.

Academy Certificates

Course certificates will be distributed by the instructors on Sunday morning.

Instructor Assessment/Voucher

Complete electronic postcourse evaluation and submit to FEMA-NFA-OutreachTraining@fema.dhs.gov. Submit voucher to the FEMA Finance Center.

Testing

The instructors shall administer, review, correct and provide feedback on quizzes, tests, final exams, written assignments, papers, etc., using established/government furnished grading rubrics. Maintain security over all teaching materials; e.g., tests, answer keys, answer sheets, and student grades; submitting the recorded scores/grades to the Training Specialist and/or Program Manager at the end of the course delivery in accordance with the form and procedures developed for each course and in accordance with the implementation of the new ACE guidelines. **Note:** These materials shall not be reproduced or distributed without written permission of the Training Specialist or Deputy Superintendent.

Meet with students who wish to appeal their end-of-course grades and notify the Training Specialist and/or Program Manager before the meeting is conducted. (For off-campus courses, notify the local site representative.)

Return all quizzes, tests, final exams, written assignments, papers, etc. to students after the scores/grades have been formally recorded.

MEAL COORDINATION LETTER

Ms. Karen Sutch
Guest Services
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8995

Dear Ms. Sutch:

The following arrangements are requested for the (Name of State) State Weekend Program scheduled for (date).

Friday Night:

Dinner Requested: Yes () No () Location:

Social Requested: Yes () No () Location:

Special Items Requested: (list)

Number Participating: ()

Meal Tickets:

Number requested: ()

Friday night dinner requested: Yes () No ()

Special Needs:

Saturday Special Dinner:

Requested: Yes () No ()

Special Needs:

Location: Log Cabin Dining Hall

Number Requested:

Sincerely,

(State Sponsor/State Training Director)

****Note:** Letter to be sent directly to the Food Service Contractor with a copy to the State Weekend Program Manager.